

Travis County Emergency
Service District 4.



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**TRAVIS COUNTY EMERGENCY SERVICE DISTRICT #4
MINUTES OF THE REGULAR CALLED MEETING**

August 20, 2019

The regular called meeting of the Board of Fire Commissioners of Travis County Emergency Service District #4 was held on Tuesday, August 20, 2019 at 6:30 p.m. at the University Hills Branch Library located at 4721 Loyola Lane, Austin, TX. Commissioner Torgrimson being in the chair and a quorum present, the meeting was called to order at 6:50 pm

Present: Commissioners Torgrimson, Anderson, Wills, Alexander and Commissioner Clark

District Contractors: David Bailey and M. Logan

1. Open meeting: Commissioner Torgrimson called the meeting to order at 6:50 pm
2. Public Comments: None
3. Consider and take appropriate action on the minutes of the July 16, 2019 regular meeting: After review of the minutes of the regular meeting of July 16, 2019, Commissioner Anderson made the motion to accept the minutes as presented. Commissioner Clark seconded the motion and the motion was passed unanimously by a show of hands among those present.
4. Consider and take appropriate action on the July 2019 treasurer's report, which may include other reports: Ms. Logan presented to the commissioners the July 2019 treasurer's report, the expenditures over \$2000 report, cash flow report, and others. After review and discussion, Commissioner Anderson made a motion to accept the July 2019 treasurer's report, including the expenditures over \$2000 report, and the line item expenditures as reflected in the report, and other reports. Commissioner Alexander seconded the motion and the motion was passed unanimously by a show of hands among those present.
5. Update on the TexPool Investment report: Ms. Logan reviewed the TexPool Investment Summary Report with the other commissioners. There were no questions asked. There was a discussion regarding the transfer of excess funds from the TexPool Overflow account into the TexPool Reserve account in order to be in compliance with the Austin Fire Department contract

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with the City of Austin. Commissioner Anderson made the motion to move \$2,606,000.00 from the TexPool Operating to the TexPool Reserve account to be contractually compliant and was seconded by Commissioner Alexander. The motion passed unanimously by a show of hands among those present.

6. Consider and take appropriate action on changing telephone/messaging service: Commissioner Wills made the motion to allow Ms. Logan to investigate changing the telephone service and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present.
7. Consider and take appropriate action on renewing insurance with VFIS: Commissioner Anderson made the motion to renew the insurance with VFIS and was seconded by Commissioner Wills. The motion passed unanimously by a show of hands among those present.
8. Discuss and take appropriate action on cyber security: Ms. Logan informed the board that the District laptop was secured with double passwords, backed up the Cloud nightly and also on an external hard drive that is kept in a fire proof safe along with the laptop when not in use. Commissioner Alexander asked where hard copy files were and Chief Bailey responded that personnel files were kept under lock at Station 48 in the shed next to the fire house. The hard copy files of other items are in the locked office in locked file cabinets at Station 48. Ms. Logan stated she would research the cost of scanning the personnel records and report back to the board at the September meeting.
9. Discuss and take appropriate action on facilities maintenance and improvements: Chief Bailey gave a brief presentation on the parking situation at Station 47. After discussion he stated he would get three or four bids for the parking lot situation at Station 47 and report back at the next meeting.
10. Consider and take appropriate actions on the District Administrator's report to include updates on the AFD contract for services, District Office updates and other administrative topics: David Bailey reviewed the District Administrators report as attached. Chief Bailey has obtained two bids for the back up generator at Station 47. Commissioner Alexander made the motion to allow Chief Bailey to move forward with obtaining and set up of the propane generator with Capitol Power Systems, Austin and was seconded by Commissioner Anderson. The motion passed unanimously with a show of hands among those present.

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11. Executive Session: None

12. Adjournment: Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 8:06 pm

Next meeting is scheduled for August 29, 2019 Tax Rate Hearing and Special Budget Review

Approved by:

Peter Torgrimson

Attest:

[Signature]

GR1000-1b – Minutes-Written